



ASSISTANT STATE PERSONNEL DIRECTOR

Characteristics of Work

This is administrative work involving the planning and direction of a division program of broad scope encompassing one of the specialized areas within the State Personnel Board's overall mission. Within general departmental or board policy, the work performed will involve formulating operation policy, defining program objectives, and directing and controlling the operation of a division, with statewide impact, through subordinate personnel. The incumbent will exercise final authority in establishing objectives, standards, and control measures for various programs. A close working relationship is maintained with other divisions within the agency to coordinate activities and provide assistance and guidance. Work is subject to review through conferences and reports to the State Personnel Director or to his/her Deputy.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Formulates policies, rules and regulations as necessary.

Administers rules, regulations, and all other operational aspects of the state personnel system to ensure compliance therewith in all the departments, agencies and institutions covered by the state personnel system.

Assists state agencies, departments and institutions in complying with all applicable state and federal laws relating to personnel administration.

Ensures the coordination of activities within the division.

Establishes program objectives, goals and priorities, and determines operating policies and implementation methods within the context of State Personnel Board policies and guidelines.

Recommends procedures for position management including the establishment, abolishment, and classification of employment positions within those departments, agencies and institutions under the jurisdiction of the state personnel system.

Establishes standard recruiting and placement practices and procedures. Reviews variances to schedules. May conduct or arrange for skills or psychological testing of applicants.

Develops and conducts training programs for employees of departments, agencies, and institutions. Formulates teaching outline and determines instructional methods, utilizing knowledge of specific training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops.

Cooperates with appointing authorities in promoting public service and establishing conditions of service which will attract and retain employees of character and capacity in governmental departments.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Creates, executes, and enforces all state personnel operational policies and ensures compliance with applicable state and federal laws.
2. Acts as an advocate for the state by establishing training programs and recruitment standards.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in business administration, personnel management or a related field;

AND

Experience:

Eight (8) years of professional experience, three (3) years of which must have been directly related to the special experience below;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in business administration, personnel management or a related field;

AND

Experience:

Nine (9) years of professional experience, three (3) years of which must have been directly related to the special experience defined below.

Special Experience

Employment must have been in an administrative professional capacity in an area of work related to the functional responsibility of the subsystem in which the position exists. In those subsystems where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the subsystem, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.